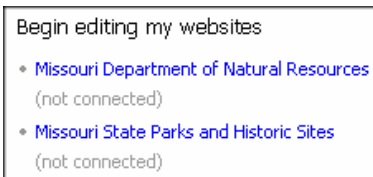# Contribute
Cheat Sheet for Reviewers

1. Open Contribute
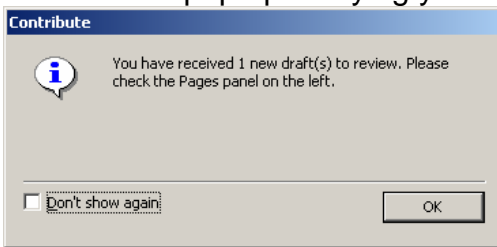
2. Click on the name of the Web site you want to connect to.

Begin editing my websites

- Missouri Department of Natural Resources
  (not connected)
- Missouri State Parks and Historic Sites
  (not connected)

3. Click the Connect button. [Connect]

3. A box will pop up notifying you if you have any pages to review. Click OK.

Contribute
You have received 1 new draft(s) to review. Please check the Pages panel on the left.
☐ Don't show again   OK

4. In the Pages area (upper left hand corner of screen) you will see a list of pages waiting to be reviewed. (#1 on example on next page)

5. Click once on the title of the page you want to review.

6. The page will be displayed in the main portion of the screen (#2 on example on next page).

7. Below the page you will see information about this draft. (who it's from, date/time, description of changes) There is also a Draft History button. Click this button for full list of changes if needed. (#3 on example on next page)

8. Depends on scenario:

   Scenario 1: Page is fine, no changes
   a. Click the Publish button [Publish]

   Scenario 2: Minor typo/change
   a. Click the Edit Draft button. [Edit Draft]
   b. Make changes (see full instructions for details) DEBBIE - This is where I thought they could use your document that is more detailed
   c. Click the Publish button.

Scenario 3: Major changes required want to send back to maintainer

    a. Click Send for Review button ![Send for Review]

    b. Choose Send draft to another Contribute user and pick that user from the list.
       Can check the Notify through email box if needed.

    c. Type in description of changes.

    d. Click Send

    e. Click OK on the confirmation page.

Scenario 4: Need to send to a non-contribute user for review

    a. Click Send for Review button.

    b. Choose Send e-mail with link to a preview of the draft

    c. Click Send

    d. A new e-mail will open. Type in e-mail address.

    e. Type in description of changes.

    f. Click Send.

Scenario 5: Need to send to another Contribute user for review.

    Same as scenario #3.

9. Click File > Exit to close Contribute.

Macromedia Contribute - [MoDNR Contact Information]

File   Edit   View   Bookmarks   Insert   Format   Table   Help

Publish   **Send for Review**   **Edit Draft**   **Delete Draft**

This draft needs your review. Click here to see the live page.

▼ Pages
🌐 Browser: Missouri State Parks and H
📄 MoDNR Contact Information

1

Draft Console

▼ How Do I...
▶ Get started
▶ Add a page to my website
▶ Administer a website

Divisions and Programs ▼   Home Page   Site Map   Help

Missouri Department of
Natural Resources

Forms and Permits   Publications   News   State Parks   Current Issues   Search   FAQ   Calendar

Air Issues
Broadcast E-mail Lists
Commissions & Boards
Contact Us
Energy
Geology Information
Land Issues
News Releases
Organizational Chart
Preservation
Report an Environmental Problem
Rules in Development
Small Business Assistance

Contact Information

Department 1-800-361-4827, State Parks 1-800-334-6946

2

Services We Offer

For your convenience we have provided online maps to our Jefferson City offices.

Feel free to view *At Your Service*, which provides you with a guide to the services offered by the department. Our guide also includes information and phone numbers on a variety of our partners. We've organized it alphabetically by topic so it's a quick and easy reference for you.

Regional and Satellite Offices

We have also provided online maps with addresses and phone numbers for our regional and satellite offices.

Outreach and Assistance Center, 1-800-361-4827, (573) 751-3443

- **Communications and Education Office:** environmental education, *Missouri Resources*

Sent to: Connie Schmidt
From: Debbie Boeckman
Date: 12/13/2005 3:03 PM

3

Description: Another test

Draft History

Start   Where...   Where...   Conni...   Campi...   Contri...   Macro...   Macro...   3:11 PM